

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Water Series

E.P.W.U. WATER SYSTEM
CENTRAL OPERATIONS SUPERVISOR
07/90

CHARACTERISTICS OF THE CLASS:

Under general supervision, supervises central control operations and well production field personnel in water production, supply and distribution; performs related work as required.

EXAMPLES OF DUTIES:

Supervises and conducts inspection of wells, chlorinators, booster pumping equipment and related storage facilities; plans and coordinates preventive maintenance activities with Well Production Superintendent; works on minor repairs of equipment; works with emergency repair crews in areas affecting water system operations; supervises and reviews maintenance of logs concerning meter readings and reservoir elevation readings; inspects and prepares reports on condition of water production equipment.

Supervises Central Control Operators in the operation of water supply digital control and monitoring equipment; reviews computer data concerning the status of water pressures in the distribution system; monitors communications to water treatment plants concerning water demand; stands in as relief for central control operation personnel; prepares reports on operation of water supply system.

Supervises, trains and evaluates the work of assigned personnel; prepares work schedules; enforces established policies and procedures, standards of conduct and work attendance, safe working practices and procedures; maintains records and prepares reports.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent and three years experience in well production field operator's work and one year of experience in central control operations; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the water distribution system and related equipment; considerable knowledge of the use and care of common hand tools; considerable knowledge of safe working practices and procedures; good knowledge of central control computer system; good knowledge of maintenance and repair procedures for water distribution equipment.

Ability to plan, assign, supervise, train, review and evaluate the work of assigned personnel; ability to enforce personnel rules and regulations, standards of conduct and work attendance; ability to operate a computer; ability to interpret computer printouts and information from recorders and instruments; ability to interpret charts and graphs; ability to respond properly and accurately in emergency situations; ability to trouble shoot and repair minor mechanical problems; ability to establish and maintain effective working relationships with fellow employees; ability to maintain records and prepare reports.

Skill in the use and care of common hand tools; skill in the operation of a motor vehicle.

Physical Requirements: Lift and carry heavy objects (50 to 75 pounds); climb ladders and stairs; exposure to all weather conditions; respond to emergencies at all hours; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License; Texas "B" Water Certificate of Competency.

Director of Personnel

Department Head